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2. Overview and Introduction

2a. Overview of the Need for the Project and Time Schedule

The Project Area and Its Residents

The Canal neighborhood is unlike any other in Marin County. It is a diverse, vibrant area that has provided a refuge for immigrants, including Southeast Asians, who started coming here after the war in Vietnam, as well as those fleeing wars in Nicaragua, El Salvador, and Guatemala. According to Census 2000 data, the Canal area is predominately Hispanic or Latino (70.1%), with a strong Vietnamese community as well.

The 2000 Census reports that the Canal area is the most densely populated area of Marin County, with 11,679 people living in an area of less than half a square mile. Nearly 85% of occupied housing units in the Canal area are renter-occupied compared to 42% for California as a whole. Apartment buildings and other multi-unit rental housing leave little room for backyards and local parks where children can play and residents can gather.

Canal children have a particularly difficult time. Many of their parents work more than one job in order to afford the high rent and cost of living in Marin County. For many children, English is the language they are required to speak at school, but is not the language they use at home. Bahia Vista Elementary, the only elementary school in the Canal neighborhood, is filled to capacity. The school-age children of newcomers to the Canal area, many of them immigrants with limited English skills, are taken by bus to San Pedro Elementary – the lowest-ranked elementary school in Marin County, and with a base score of 514 on the state's Academic Performance Index, well below the state's target of 800 or better.¹ In addition, the crowded conditions in which they live are not conducive to reading or studying, placing them at further risk of falling behind.

Physical barriers also isolate the Canal neighborhood, which is bounded by the Canal waterway, Highway 101, and San Rafael Bay. Downtown San Rafael and its main Library are located more than 2 ½ miles away, on the other side of Highway 101, essentially inaccessible to people on foot or bicycle. Even though Canal residents are more likely to rely on public transportation than any other group of Marin County residents,² taking the bus downtown is a 45 minute endeavor requiring a transfer. As a result, Canal residents without cars look for recreational, social, and educational opportunities within their own neighborhood.

Need for the Project

The center of community life for the neighborhood is Pickleweed Park and its Community Center, located next to the San Rafael Canal in the center of the neighborhood. Canal residents of all ages come in droves to take part in a wide variety of educational, recreational, athletic, social, and health and wellness activities. The Pickleweed Park Community Center is an especially important resource for the physical and intellectual development of the Canal area's children, providing programs and a safe environment for latchkey kids. As a result, Pickleweed Park Community Center is regularly bustling with programs and participants.

¹ California State Department of Education, 2001

² *Trends in San Rafael*, City of San Rafael Planning Department

An integral part of the Community Center is the Canal Library Center, which opened in the fall of 1997 as the Canal Learning Center. Operated by the San Rafael Public Library, the Canal Library Center took its current name in the spring of 2000 when it went online with the MARINet catalog. This small but popular program offers a vital link to much-needed library services for Canal residents who have difficulty reaching the City's main Library downtown. The Canal Library Center is also a valuable resource for latchkey children and students needing school and homework support.

However, the Canal Library Center is simply too small to adequately handle the community's need for services. For example, the Canal area has a concentration of men aged 20-44³, many of whom are working to support families out of the country. According to Library staff, a growing number of Spanish speakers from the Canal area have been coming to the San Rafael Public Library specifically for Internet access, which provides an inexpensive way to keep up with news of family and home. The Canal Library Center at the Pickleweed Park Community Center is simply too small to provide public Internet access for Canal residents.

Recently, the City of San Rafael has renovated Pickleweed Park's outdoor play area and soccer fields. However, the demand for participation in programs has outgrown available space in the Pickleweed Park Community Center. When a group of young mothers banded together to ask the City to provide better opportunities for their children, the City embarked upon a needs assessment process that identified a wide variety of community needs. With respect to the Library, Canal residents need:

- Expanded library services
- Academic support for students in grades 4-10
- Promotion of recreational reading to children from preschool through middle school
- Bilingual library services, with an emphasis on Spanish and Vietnamese
- Literacy training
- Programs to help close the "digital divide"

Because of the vital role this facility serves in the Canal neighborhood, the City has committed to a major expansion and renovation of the Pickleweed Park Community Center. As part of the improved Community Center, the library component will increase in size approximately four-fold, allowing it to offer a wider variety of much-needed library programs to the currently underserved Canal population.

Benefits of the Project

The expanded San Rafael Pickleweed Library will be able to offer more services to Canal residents, helping children and families improve their schoolwork and life opportunities through learning. The new Library will feature increased hours of service and staffing and a larger circulating collection with a special focus on materials in English, Spanish, and Vietnamese. Literacy staff will have space to offer tutoring. Patrons will be able to attend computer training courses and to access the Internet in the new Computer Center.

³ U.S. Census Bureau, Census 2000.

The greatest beneficiaries of the new Library will be Canal children. An expanded Homework Center, operated in partnership with the Community Center's Kids Club and Bahia Vista Elementary School, will provide homework assistance. The expanded facility will enable the Library to offer story hours and increase its children's collection in response to the community's desire to encourage reading for pleasure. Children will also be able to use the Computer Center to work on projects, do research for school, or simply improve their skills.

While the Canal neighborhood is an area of great need, it is also an area of great strength. It is home to a vibrant mix of people who hope for – and work towards – a better future for themselves and their children. There is a strong sense of community, and great natural beauty is close at hand. The wetlands between the park's soccer fields and the San Rafael Canal support a variety of wildlife. The recently developed Shoreline Park, providing open vistas across San Rafael Bay, is only a few steps away from the Community Center. Marin's most famous landmark, Mt. Tamalpais, and the hills across the Canal are all visible from several points in Pickleweed Park.

The very best of the community comes together at the Pickleweed Park Community Center – the cultural, social, and civic center of the Canal area. It is the ideal home for a Library.

Project Schedule

Because the renovation and construction of the new Library and Community Center will not be phased, the Library will be closed during construction. Community Center staff will be moved to a temporary building on site. Design should be completed by May of 2004, with the project going to bid in July of 2004. Construction is expected to commence in September of 2004, and should be completed by September of 2005. After move-in, the new Pickleweed Library should open to the public by December of 2005.

2b. Relationship of Building Program to Architectural Design Process

The library Building Program and the Library Plan of Service evolved together in response to the findings set forth in the Needs Assessment. New programs and components of the Library were identified by Library staff. For example, "computer programs" and "after-school tutoring" were among the top needs identified by the Pickleweed Advisory Board's community survey. At the same time, Library staff and the architect worked with staff of the City's Community Services department to identify needed programs, services, and areas for improvement in the rest of the multipurpose Community Center.

From there, plans to improve the Community Center and the Library proceeded with an architectural feasibility and master plan study, which included an evaluation of the existing building's physical condition, programs, and potential for expansion. It quickly became evident that the existing facility simply could not handle all of the programs and services that the community needs. At that point, the focus turned to determining the best way to expand and renovate the building. In particular, Library staff and the architect collaborated on ways to provide a computer center and homework center as part of the expanded library functions.

From the start, Library staff worked closely with the architect to determine how to provide the maximum amount of services and programs in the most efficient way, within the potential area of expansion. San Rafael's Library staff are highly skilled in making the most of limited space; in fact, the City's downtown library has the same size collection as the Mill Valley Public Library in half the space. The Pickleweed Library will make the best possible use of available space while maintaining a pleasant, welcoming environment and meeting ADA requirements. Like the downtown library, the Pickleweed Library will be a lively, busy place with frequent interaction between staff and patrons.

2c. Roles and Interrelationships of the Library Building Team Members

City project teams of Library, Community Services, Public Works and Planning staff worked closely with consultants and community advisory board members to analyze the current use and condition of the Community Center and Library and to make plans for expansion. The following entities are involved in the Pickleweed Park Community Center and Library Expansion Project (also known as the Center and Library Expansion Project).

San Rafael Public Library

The San Rafael Public Library is the lead agency in the development of the San Rafael Pickleweed Library. This City department will manage and operate the new library. Vaughn Stratford, Library Director and Cultural Affairs Director, is the project manager for the library portion of the project. Other key people involved include Hollie Stanaland, Children's Librarian, and Mireya Renteria, Library Assistant. Library staff also attend meetings of the Pickleweed Advisory Board, the entity responsible for approving the Center and Library Expansion Project.

San Rafael Community Services Department

The Community Services Department is at the forefront of the Center and Library Expansion Project. Community Services and Library staff work closely with the architect to make required decisions regarding the Library expansion. Community Services staff also work with the Pickleweed Advisory Board. Carlene McCart, Director of Community Services for the City of San Rafael, is the project manager for the non-library portion of the Center and Library Expansion Project. David Donery is the supervisor and day-to-day manager of the Pickleweed Park Community Center. Donery works closely with McCart and Library staff to make decisions about the Library and its relationship to other programs and services within the Center and Library Expansion Project.

San Rafael Public Works Department

The City's Public Works Department brings technical expertise and support to the project management team. In addition to supervising the various consultants involved in the project, Public Works provided a parking and traffic analysis of the site and a valuable analysis of data developed by a professional cost estimator. The key Public Works staff person is Richard Landis, Administrative Supervisor.

San Rafael Redevelopment Agency

The Redevelopment Agency has pledged \$1 million of the total cost of \$4.4 million for the Center and Library Expansion Project. Stephanie Lovette, Economic Development Coordinator, is overseeing the agency's involvement in this project.

San Rafael Community Development Department

The Community Development Department has provided Ulla-Britt Jonsson, an experienced planner, to the City's team working on the Center and Library Expansion Project.

County of Marin and City of San Rafael, Marin Literacy Program

From the start of the expansion project, the Marin Literacy Program has been a key partner with the Library in planning the scope of service and designing the use of space. The key staff person is Robin Levy, co-director of the Marin Literacy Program.

3. General Requirements of the Library Building

Although it is an important and integral part of the Community Center, the Library needs to be autonomous as well. Library hours will differ from Community Center hours, so the Library must be independent from the rest of the center with its own entrance off the street. Because it will have valuable equipment, volumes, and materials, the Library must be secured separately from the rest of the center. And while it is envisioned as a lively place, it must be isolated from the noise of disruptive activities occurring elsewhere in the facility, such as sports events in the Multipurpose Room. However, the Library must be located so that it can efficiently share resources, such as other Community Center staff, who help provide security for the Library.

The sections below outlines some of the considerations made in designing the library. Details regarding space descriptions are provided in a later section of this document.

3a. Occupancy by Staff and Patrons

The maximum occupancy of the Library based on this program is 62 people: 60 patrons and two staff members. All areas of the Library must be accessible to staff and easily supervised. The public will have access to all Library program and service areas except the Staff/Literacy Office (which patrons may enter for Literacy tutoring purposes with a staff escort), and building and program support spaces such as storage, electrical, and janitorial closets. The Library must be securable separate from other portions of the Community Center for security reasons during different hours of operation.

3b. Type and Size of Collections

Collection development for the San Rafael Pickleweed Library presents a real challenge. First, reference and circulating materials are required for children and adults in three languages. Also, the Canal community historically has been less interested in a circulating collection than in computer access, a place to study, and children's programs. The current size of the circulating collection is small, with each of its approximately 1,800 items checked out an average of only 1.2 times in 2000, and 2.1 times in 2001.

The collection in the new Pickleweed Library will more than triple. Focused on meeting the daily needs of the Pickleweed community, the collection will be developed with the primary users of the branch in mind. Special emphasis will be placed on the needs of young children, school-aged children, seniors, families, and community residents with diverse language and cultural backgrounds. Library staff expect that the expanded and targeted collection will attract more Canal residents and increase circulation.

The table below shows the breakdown of the collection, the number of items within each category, the amount and type of shelving needed, and the associated square footages. While the total Pickleweed collection will total approximately 6,258, Library staff expect that about 20% of the materials will be in circulation at any given time. As such, sufficient shelving must be provided to accommodate at least 80% of the collection. However, it is crucial to provide additional shelving in order to accommodate fluctuations in circulation and growth of the collection over time.

Projected Collection	Items Owned	Items On Shelf* (20% in Circ.)	Items per LF	LF of Shelving Needed	Number and Type of Shelves				LF of Shelving Provided	SF Needed
					Type 3	Type 4	Type 5	Type 7		
Reference	161	161	8	20.1	-	-	-	1	21	12
Audio Books	422	338	20	16.9	-	-	2	-	30	24
Videocassettes	421	337	13	25.9	-	-	2	-	30	24
Children's Collection	2,774	2,220	10	221.9	3	4	6	3	228	192
Adult Collection	2,175	1,741	8	217.5	5	-	-	9	234	168
Periodicals/Pamphlets	33	26	4	6.5	3	-	-	-	27	36
ESL Materials	211	169	15	11.3	-	-	-	1	21	12
Homework Center**	61	49	8	6.1	-	-	-	-	-	-
Totals	6,258	5,041		548.7	11	4	10	14	591	468

* Assumes 20% of materials are in circulation (for all categories except Reference).

** School support materials should be kept in the Homework Center rather than with the general collection.

3c. Flexibility and Expandability

For maximum flexibility, the space should be designed with a minimum of interior walls or other permanent obstructions. An open plan should easily accommodate changes in stacks, displays, seating, tables, and computer locations. Furnishings such as tables and chairs should be easily movable to accommodate a variety of configurations and activities. The building's data and power infrastructure should also support flexibility by integrating a flexible distribution system into the design.

The Library's location at one end of the Community Center will make it relatively easy to expand the facility in the future, if necessary. However, Library staff expect that the programmed expansion contemplated by this project will be sufficient to meet the community's needs for the foreseeable future.

3d. Staff Efficiency

In order to provide superior services to the community, the building should be designed to maximize staff efficiency. Work areas are to be designed with function and ergonomics in mind. Staff locations on the public floor should be easily accessible to patrons and allow visual surveillance of the library. A central location for staff also minimizes travel distance for both staff and patrons, and allows staff to "get out from behind the desk" while maintaining visual contact with it.

3e. Energy Efficiency

In addition to being environmentally responsible, an energy efficient library costs less to operate, freeing funds for other purposes such as programs and collections. The library at

Pickleweed will be designed with energy efficiency and sustainable design practices in mind. Day-lighting concepts, natural cooling, low-e glass, effective building envelope insulation, and heat gain prevention strategies should all be incorporated in the design of the building.

3f. Fenestration

Library fenestration should provide daylight in the space and a visual connection to the neighborhood. Public areas, such as reading and browsing spaces, group study areas, and seating should have access to natural lighting and outdoor views. Computer areas, however, should have few exterior windows to minimize glare on monitors from daylight.

Another goal for library fenestration is to allow those outside to see into the building. Activities and resources on the inside of the building should be made visually available to the community to provide a civic presence and to announce the services and offerings available within.

Last, but certainly not least, all fenestration in the building should support the goal of energy efficiency. Operable windows, for example, should be incorporated without compromising the safety of users or the security of the collection and equipment. Glazing should be multiple-paned to reduce heat transfer. Where appropriate, windows and skylights should have low-e glass, operable shades, and/or exterior louvers to reduce solar gain. Refer to *Section 3e*, above, and *Section 3j*, below.

3g. Space Finishes

Space finishes throughout the library must be high quality (commercial grade), highly durable, and easily maintainable. Graffiti-, stain-, and mark-resistant materials should be used wherever possible. Smooth, water-resistant materials and finishes are recommended throughout the building. Where possible, and especially within the Children's Area, corners should be rounded for safety. Transitions in floor materials should be smooth for ease of movement by patrons and staff with book trucks except as required by ADA to be textured.

To help reduce a cluttered appearance, finishes should allow for the incorporation of merchandising and display wherever possible. Due to high use of all spaces, wainscoting, kick plates, corner guards, and other protective elements should be used throughout the library, and high-maintenance or fragile materials must be avoided.

Finishes should also be attractive, working in harmony to create a pleasant, welcoming environment.

3h. Access for the Disabled

The San Rafael Pickleweed Library is required to meet or exceed the guidelines established by the applicable versions of the Americans with Disabilities Act (ADA) and the California Building Code (Title 24). However, accessibility should not be considered merely something to provide at the bare minimum level. A truly accessible building addresses the needs not only of the disabled, but also of all users of the diverse Canal community, which is composed of users of varying ages and abilities.

3i. Acoustics

Acoustical considerations are essential to maintaining appropriate noise levels. In the Pickleweed Library, where patrons of all ages and types will share the open Public Service Area, additional attention must be given to mitigating noise. Children, youth and adults will need to be able to use the facility simultaneously without disturbing one another.

All available architecture and design techniques should be applied to reduce potential noise levels. It is recommended that the design team retain an acoustical engineer to ensure that conditions in the Library remain within acceptable parameters.

3j. Environmental Conditions (HVAC)

The facility's heating, ventilation, and air conditioning system must be designed to ensure the comfort of library users with maximum energy efficiency. The building should be designed to take advantage of San Rafael's good climate by permitting natural ventilation, whether through operable windows or other means. (Refer to *Section 3e* and *Section 3f*.) Mechanical service must be designed to prevent stale areas, hot or cold areas, or stuffy rooms.

Zoning must be carefully considered in the design of the mechanical system. Separate zones and controls will likely be required for spaces with different use patterns and occupancy levels. For example, during periods of high use, the Computer Center and the Homework Center will tend to get hot due to equipment and large groups of people. This may not be the case with the Public Service Area or the Staff/Literacy Office, or at least may occur at different times. It is important to design ventilation systems so that thermal comfort can be maintained in all spaces simultaneously.

3k. Illumination

Both natural and artificial lighting strategies are to be used in the Library, which requires different lighting for different uses. Lighting for stacks, work, and reading areas must be bright and pleasant without creating glare or dark shadows. Lighting in areas of computer use must not create glare on monitors. In general, indirect lighting is preferred for its glare-reductive properties and because it allows better flexibility for relocation of stacks, furniture and computers.

Natural light through windows and skylights is encouraged. However, special consideration must be given to the south light in order to control it for glare and heat gain.

Lighting levels in each of the program spaces will use Illuminating Engineering Society (IES) guidelines as a basis for design. To meet the IES guidelines within the energy budgets established by Title 24, the latest technology in fluorescent lighting – the second generation of T-8 lamps – may need to be used. Another approach to meeting both Title 24 and IES guidelines is to employ the performance approach of the Title 24 analysis. Using this method instead of the prescriptive method allows energy savings gained in other building systems, such as HVAC, to be applied to building lighting. However, efficiency in both lighting and HVAC systems is encouraged so as to maximize savings and efficient performance.

3l. Power and Data Communication Requirements

Power and data communication are essential in a modern library. Just as important is flexibility, which allows the library to grow and change in order to meet the needs of the community. Flexibility in distribution can be provided with floor ducting.

In the Computer Center, the Library intends to take advantage of the flexibility offered by wireless data technology. All hard-wiring must use minimum Category 5 cable for high speed transmission.

Power supply must be sufficient to handle the needs of each functional area. Outlets should be provided in enough numbers to avoid the use of power strips, extension cords, and the like, which can present a number of safety hazards in addition to being unsightly.

3m. Security

Security of the collection and other Library materials is of primary importance, as materials that disappear must either be reacquired at the cost of funds and staff labor, or remain unavailable to other patrons. Perhaps the most visible theft-deterrent measure is security gates, which must protect each exit from the Library, whether out of the building or into other areas of the building (e.g., the Community Center or restrooms). All exits must be easily visible and accessible from the Public Service Desk.

Security gates alone are not infallible in deterring the unauthorized removal of valuable collection materials. Staff presence and their ability to visually survey the space and its exits are key to preventing unauthorized “shrinkage” of the collection. A centrally-located Public Service Desk places staff in the middle of the action, close to all areas. This central location should be complemented by careful selection and arrangement of stacks and furnishings to allow clear sight lines to all areas of the Library, as well as effective lighting that prevents dark areas and shadows. For enclosed spaces such as the Computer Center, walls with large glazed areas allow staff to monitor activity while maintaining acoustic separation and HVAC zones.

Another important consideration is the security of Library users. Exterior lighting and clear sight lines between the entrance and the sidewalk/parking area should be provided for the safety of patrons and staff visiting or leaving the Library during the dark hours of the evening. For the safety of younger patrons, the Children’s Area should be close to, and clearly visible from, the Public Service Desk, and should be distant from exits, if possible. Clear sight lines to the Children’s Area from adult seating areas will allow guardians to enjoy both the Library and peace of mind.

3n. Signs

Exterior signage prominently displaying the name of the Library must be provided, along with directional site signage as appropriate to help patrons find their way. Exterior signage should be unobstructed and located within normal sight lines.

Interior signage, as required, should be placed in well-lit locations, within normal sight lines and unobstructed. Orientating signage from the building and Community Center entrances should clearly direct people toward their destination.

All signage must meet or exceed ADA and other applicable requirements. Directional and identification signage should be multilingual, with information given in Spanish, Vietnamese, and English.

3o. Audio-visual Systems

Audio-visual capability will be an important component of computer, literacy, and homework programs in the Library. The Homework Center and Computer Center require overhead image projection capability as well as cable TV reception. It is also desirable to provide a ceiling-mounted projector and video projector in these spaces.

3p. Visual Supervision

To ensure a safe and secure library for patrons, it is essential that the Public Service Desk and the Staff/Literacy Office be located in a very visible and prominent location. The staff area should have visual supervision into all public areas, seating areas, restroom entryways, and the Children's Area. Staff should also have convenient access to all Library entrances. Refer to *Section 3m* above for a more thorough discussion of visual supervision and security.

3q. Master List of Furniture and Equipment

All furniture should be attractive, accessible, ergonomic, comfortable, durable, and stain-resistant. Furniture should also support a clutter-free Library environment. For example, chairs that stack and tables that fold are more easily stowed away when not in use. Shelving could incorporate end-panel displays to allow merchandising and exhibits.

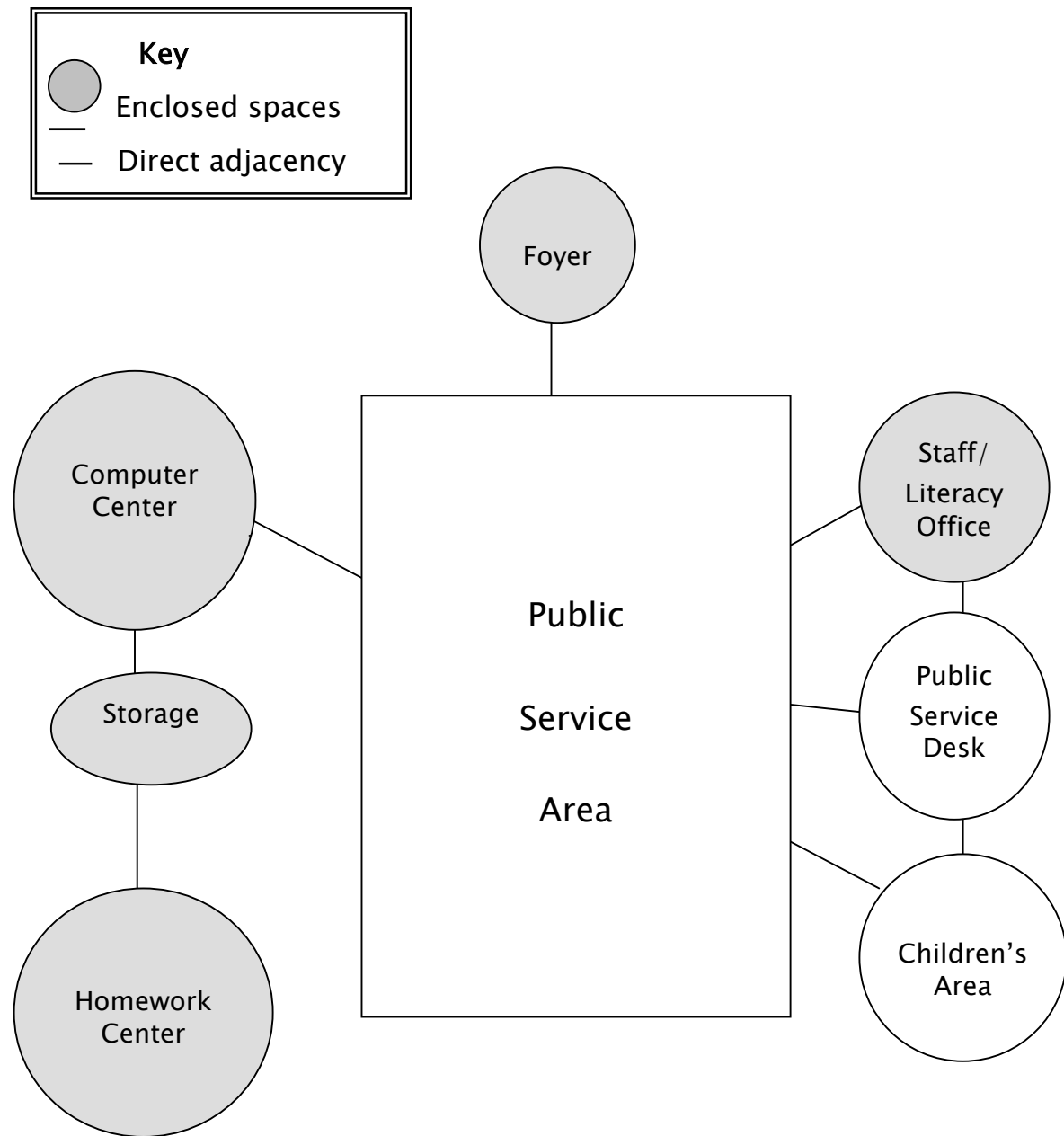
All equipment must conform with California seismic design requirements for construction and installation. For instance, any steel shelving used must have a welded frame and be internally braced.

The *Master List of Furniture and Equipment* below is a preliminary list that will be revised and expanded during the design and construction phases of the project. For items with multiple parts, such as table and chair seating, square footage has been assigned to one component only and the other components are shown with 0 square feet.

Master List of Furniture and Equipment				
<i>Furniture & Equipment</i>	<i>Quantity/Item</i>	<i>SF/ Unit</i>	<i>Total SF</i>	
Announcement board, 4'w x 3'h	1 board	0	0 nsf	
Bar code reader, Public Service Desk	1 reader	0	0 nsf	
Bar code reader, Staff/Literacy Office	1 reader	0	0 nsf	
Battery rechargers (for laptops)	3 units	0	0 nsf	
Book truck	4 trucks	8	32 nsf	
Bulletin board, staff office	1 board	0	0 nsf	
Cash register	1 machine	0	0 nsf	
Chair, @ 4-pl table, public	12 seats	25	300 nsf	
Chair, @ 4-pl slant table, children	4 seats	20	80 nsf	
Chair, lounge	2 seats	35	70 nsf	
Chair, stacking/task	43 seats	15	645 nsf	
Chair, staff task	4 seats	0	0 nsf	
Chair, children	4 seats	0	0 nsf	
Circulation desk, public service	1 desk	60	60 nsf	
Clock	4 clocks	0	0 nsf	
Computer, public laptop	12 computer	0	0 nsf	
Computer, public desktop	4 computer	0	0 nsf	
Computer, staff desktop	4 computer	0	0 nsf	
Copy machine	1 machine	15	15 nsf	
Delivery tote boxes	4 boxes	4	48 nsf	
Demagnetizer/magnetizer	1 unit	0	0 nsf	
Display unit, wall-mounted, with racks	1 unit	0	0 nsf	
Dolly, chair	1 dolly	0	0 nsf	
Dolly, table	1 dolly	12	12 nsf	
Equipment racks, 7'h x 1.5'w x 2.5'd	2 racks	8	16 nsf	
First aid kit	1 kit	0	0 nsf	
Floor cushions, 24"x24"	4 cushions	4	16 nsf	
Floor mats	2 mats	0	0 nsf	
Lateral files, under work counter	1 files	0	0 nsf	
Lockers, 4 lockers per stack	1 stack	1	2 nsf	
Mailboxes, staff	1 mailbox	0	0 nsf	
Materials return bin, freestanding exterior	1 box	0	0 nsf	
Podium	1 podium	0	0 nsf	
Printers, networked	4 printers	0	0 nsf	
Printer/scanner/fax	1 machine	0	0 nsf	
Projection screen, electrically operated	2 screens	0	0 nsf	
Projector, LCD	1 projector	0	0 nsf	
Projector, overhead	1 projector	0	0 nsf	
Recycling containers	5 container	5	25 nsf	
Security gates	3 pair	16	48 nsf	
Server	1 server	0	0 nsf	

Master List of Furniture and Equipment, continued				
<i>Furniture & Equipment</i>	<i>Quantity/Item</i>		<i>SF/Unit</i>	<i>Total SF</i>
Shelving for programming props	2	sections	10	20 nsf
Shelving, 42"	11	sections	12	132 nsf
Shelving, 45"	4	sections	12	48 nsf
Shelving, 66"	7	sections	12	84 nsf
Shelving, 66", 6" deep for videos/DVD	3	sections	12	36 nsf
Shelving, 84"	14	sections	12	168 nsf
Systems furniture, 48" locking overhead cabinets	4	cabinet	0	0 nsf
Table, children's 4-seat slanted	1	table	0	0 nsf
Table, round 4-seat	3	tables	0	0 nsf
Table, 24" side table	1	table	4	4 nsf
Tables, Lightweight folding, 6' x 3'	17	tables	0	0 nsf
Telephone handsets	2	handsets		0 nsf
VCR and monitor	1	unit	0	0 nsf
Waste containers	6	containers	2	12 nsf
White board	2	boards	0	0 nsf
Work counter, 10'x3', w/open library shelving above	2	counters	40	80 nsf
Work counter, 8'x3'	1	counters	40	40 nsf
Workstations, sit-down, OPAC	2	workstation	35	70 nsf
				2,063 nsf

4. Spatial Relationships



5. Summary of Facility Space Requirements

Summary of Spaces

The table below summarizes the square footage associated with each type of space:

<u>Name of Space</u>	<u>Assignable Square Feet</u>	<u>Non-Assignable</u>	<u>Gross Square Feet</u>
A. Public Entrance	—	—	—
B. Foyer	—	<i>Included in Bldg. Common Area</i>	—
C. Public Service Area	848	52	900
D. Public Service Desk	<i>Incl. in Public Service Area</i>	—	—
E. Children's Area	<i>Incl. in Public Service Area</i>	—	—
F. Homework Center	526	29	555
G. Computer Center	490	26	516
H. Staff/Literacy Office	110	16	120
I. Storage	82	12	94
Total	2,056	129	2185

Descriptions of each space are provided in more detail in Section 6.

6. Space Descriptions

Space descriptions listed below identify requirements specific to the given spaces. These requirements may differ from the general building requirements; N/A is used to note if they comply with the general requirements or are not applicable to the given space.

6.1 Public Entrance

The Library entrance welcomes people to the library, providing new access directly from the building's exterior. A ramp will make the entrance easily accessible to people using wheelchairs, strollers, walkers, and other ambulatory aids.

Highly visible exterior signage announces the Library's presence and beckons the public to come inside. Just outside the entrance, a new book drop-off bin at the edge of the sidewalk will allow patrons to return materials outside of business hours.

Requirements

6.1a	<i>Assignable Square Footage</i>	N/A
6.1b	<i>Occupancy by Staff & Patrons</i>	Transitory
6.1c	<i>Type and Size of Collections</i>	N/A
6.1d	<i>Functions and Activities</i>	Book drop (exterior) and Library access
6.1e	<i>Spatial Relationships</i>	Opens into Foyer
6.1f	<i>Flexibility & Expandability</i>	N/A
6.1g	<i>Fenestration</i>	Double doors with full glass panels
6.1h	<i>Space Finishes</i>	N/A
6.1i	<i>Access for the Disabled</i>	<ul style="list-style-type: none">▪ Ramp from sidewalk to entrance landing meets or exceeds ADA requirements.▪ Door clearances, thresholds, and opening force meet or exceed ADA requirements.
6.1j	<i>Environmental Conditions (HVAC)</i>	N/A
6.1k	<i>Illumination</i>	<ul style="list-style-type: none">▪ Exterior lights at entrance, parking lot, and landscape for nighttime safety and security▪ All fixtures are energy efficient
6.1l	<i>Power/Data Communication Requirements</i>	N/A
6.1m	<i>Security Requirements</i>	<ul style="list-style-type: none">▪ Lighting to enable visibility from building interior and parking lot; see <i>Section 6.1k</i>

	above.
	<ul style="list-style-type: none"> ▪ The library exterior and interior doors will be keyed independently from the rest of the building so library staff can access library facilities when the community center is closed.
6.1n <i>Visual Supervision</i>	<ul style="list-style-type: none"> ▪ Must be easily observable from the building interior ▪ Line of sight from Library service areas
6.1o <i>Signs</i>	<ul style="list-style-type: none"> ▪ Pin-mounted internally illuminated reverse channel steel letters reading “SAN RAFAEL PICKLEWEED LIBRARY” on the building’s exterior. ▪ Supplementary directional and identification signage at stairs, ramp, entry doors and other locations as appropriate to meet or exceed ADA requirements, including for the visually-impaired. Supplementary signage is multilingual (Spanish, Vietnamese, and English).
6.1p <i>Required Furniture & Equipment</i>	Freestanding materials return bin (1) at the bottom of the stairs/ramp, accessible from the sidewalk and the parking lot.

6.2 Foyer

The foyer serves as a transition area between the entrance and the Library’s service areas. It will feature a bulletin board/display area with announcements about library programs and featured collection materials.

Requirements

6.2a <i>Assignable Square Footage</i>	N/A
6.2b <i>Occupancy by Staff and Patrons</i>	Transitory; approximate capacity 4-5 persons
6.2c <i>Type and Size of Collections</i>	N/A
6.2d <i>Functions and Activities</i>	<ul style="list-style-type: none"> ▪ Library entry ▪ Library announcements and display ▪ Security gates
6.2e <i>Spatial Relationships</i>	Between Library entrance and Public Service Area

6.2f	<i>Flexibility & Expandability</i>	N/A
6.2g	<i>Fenestration</i>	Double doors with full glass panels allow light and sight lines between the Foyer/building entrance and the Public Service Area.
6.2h	<i>Space Finishes</i>	Recycled tire tile mat, sealed brick, paint.
6.2i	<i>Access for the Disabled</i>	Door clearances, thresholds, and opening force meet or exceed ADA requirements.
6.2j	<i>Environmental Conditions (HVAC)</i>	No special requirement.
6.2k	<i>Illumination</i>	<ul style="list-style-type: none"> ▪ Illumination sufficiently bright and glare-free to enable people to see displays and bulletin board announcements. ▪ All fixtures are energy efficient.
6.2l	<i>Power/Data Communication Requirements</i>	Power to security gates
6.2m	<i>Security Requirements</i>	<ul style="list-style-type: none"> ▪ Security gates in foyer ▪ Glass panels in door allow observation from Public Service Area and building exterior.
6.2n	<i>Visual Supervision</i>	Visible from the Public Service Desk and the Staff/Literacy Office.
6.2o	<i>Signs</i>	<ul style="list-style-type: none"> ▪ Directional and informational Library signage is in Spanish and Vietnamese as well as English. ▪ Exit signage meets or exceeds all applicable codes and regulations.
6.2p	<i>Required Furniture & Equipment</i>	<ul style="list-style-type: none"> ▪ Set of security gates (1) ▪ Wall-mounted display unit with racks (1) ▪ Announcement board (1) ▪ Floor mat (1)

6.3 Public Service Area

The Public Service Area is the heart of the library. It is here that patrons of all ages will enjoy the opportunity to study, work, and read. Available for their use will be the collections, table and reading chair seating, OPAC/Internet terminals, and direct access to staff at the Public Service Desk (which is described in more detail in *Section 6.4* below).

The expanded Public Service Area of the Pickleweed Library will allow the collection to grow in order to meet Canal residents' needs, many of which cannot be met in the existing facility simply due to lack of space. Specific community needs to be addressed in the expanded library collection include:

- School readiness and success materials for students in grades 4-12
- Promotion of recreational reading for students from preschool through middle school
- Language materials (especially Spanish, Vietnamese, and English)
- Computer training and literacy materials
- Increased access to the main library's collection

Requirements

- | | |
|--|--|
| 6.3a <i>Assignable Square Footage</i> | 848 asf (includes Public Service Desk and Children's Area; see <i>Section 6.4</i> and <i>Section 6.5</i>) |
| 6.3b <i>Occupancy by Staff and Patrons</i> | <ul style="list-style-type: none"> ▪ Up to 25 patrons during peak use periods, with seating for 16 patrons at tables, lounge chairs and OPAC/Internet stations. ▪ Staff and occupants of Public Service Desk and Children's Area not included in the above; see <i>Section 6.4</i> and <i>Section 6.5</i>. |
| 6.3c <i>Type and Size of Collection</i> | <ul style="list-style-type: none"> ▪ Total of approximately 6,300 volumes (periodicals, books, audio/video), including Children's Area ▪ Collection addresses the particular needs of Canal residents by emphasizing: <ul style="list-style-type: none"> ✓ <i>Languages and ESL (Spanish, Vietnamese, and English)</i> ✓ <i>Children's materials, such as easy readers, picture books, and stories (expanding by about 250%)</i> ✓ <i>Computer literacy materials</i> ✓ <i>Multilingual periodicals</i> |
| 6.3d <i>Functions and Activities</i> | <ul style="list-style-type: none"> ▪ Seating ▪ Collections ▪ OPAC/Internet computers ▪ Study/work ▪ Children's Area (see <i>Section 6.5</i>) ▪ Public Service Desk (see <i>Section 6.4</i>) |
| 6.3e <i>Spatial Relationships</i> | <ul style="list-style-type: none"> ▪ Entrance and Foyer ▪ Public Service Desk ▪ Computer Center ▪ Staff/Literacy Office ▪ Restrooms ▪ Close access to Homework Center |

6.3f *Flexibility and Expandability*

- Open space with few partitions, no built-in fixtures, and low freestanding shelving allows easy reconfiguration.
- Location on end of building allows for future expansion, if required, with minimal disruption to rest of facility.

6.3g *Fenestration*

- Double doors with full glass panels and sidelights at entrance from Foyer and exit to rest of Community Center
- Windows and skylights to provide light and views
- All new glazing must promote energy efficiency, such as through double-panes and/or treatment to reduce solar gain (e.g., low-e glass, operable shades, exterior sun louvers).
- It is desirable for windows to be operable in order to take advantage of San Rafael's good weather.

6.3h *Space Finishes*

- Carpet and paint should create an inviting, warm, and bright atmosphere.
- Acoustic ceiling tiles help keep noise levels low to promote concentration and study.
- Finishes must be durable to resist premature signs of wear due to increased traffic after renovation.

6.3i *Access for the Disabled*

- Aisle widths, shelf heights, door clearances and door opening force must meet or exceed ADA requirements.
- All tables and OPAC/Internet workstations should be wheelchair-accessible.
- At least one OPAC/Internet workstation will have a large monitor appropriate for use by visually-impaired patrons requiring large display.

6.3j *Environmental Conditions (HVAC)*

- People reading or working in the Public Service Area are likely to have different HVAC service requirements from people elsewhere in the facility, such as those playing sports in the Community Center multipurpose room. The Public Service Area should have its own HVAC controls so that thermal comfort can be maintained regardless

of activity in the rest of the building. Controls should be located near the Public Service Desk for easy monitoring and access by staff.

- Air flow and rate of change must be sufficient to prevent stale areas or hot/cold spots.
- HVAC systems should be quiet, non-disruptive, and energy-efficient.
- Operable windows would allow the Library to take advantage of nice weather, but must not present opportunities for breaching security (such as unauthorized removal of collection materials).

6.3k Illumination

- Illumination must be sufficiently bright and glare-free to enable people to read without creating shadows or dark areas. Indirect lighting is preferred.
- All fixtures are energy efficient.
- Incorporation of daylight from windows and/or skylights is encouraged.

6.3l Power/Data Communication Requirements

- Public-access OPAC/Internet workstations require power and high-speed data connections (wireless data communication is preferable).
- OPAC/Internet stations will be connected via network to the printer at the Public Service Desk.
- Power distribution via underfloor ducting will allow for future spatial reconfiguration.

6.3m Security Requirements

- Security gates and clear sight lines from Public Service Desk are required to prevent theft of materials.
- Operable windows should be selected to support security of the space, occupants, and collection materials.

6.3n Visual Supervision

- All areas should be clearly visible from the Public Service Desk (see *Section 6.4*) and the Staff/Literacy Office (see *Section 6.8*).
- Line of sight into adjacent Computer Center.

6.3o Signs

- Exit signage must meet all applicable codes and regulations.
- Identification and directional signage shall be multilingual (English, Vietnamese, and Spanish), and shall meet or exceed all ADA

and other applicable requirements.

- Collection signage is to be prominently displayed and multilingual, as applicable.

6.3p Required Furniture & Equipment

- 4-chair tables (3)
- Stacking task chairs (14)
- Side table (1)
- Lounge chairs (2)
- Computer workstations (table + chair) (2)
- OPAC/Internet computers (2)
- Shelving sections (30)
- Security gates (2)
- Recycling container (1)
- Waste container (2)
- Clock (1)
- Book trucks (4)
- Floor mat (1)

6.4 Public Service Desk

The Public Service Desk is the main service point for patrons seeking help with the collections, checking out materials, or obtaining reference or information services. Its openness and central location allows staff to “get out from behind the desk” while remaining close enough to provide service to patrons requiring assistance.

The Public Service Desk is part of the larger Public Service Area described in *Section 6.3* above. From here, staff must easily be able to see all parts of the Public Service Area and Children’s Area, observe activity in the Computer Center, and monitor the exits to the Foyer, the restrooms and the rest of the Community Center.

Requirements

<i>6.4a Assignable Square Footage</i>	Included in the Public Service Area; see <i>Section 6.3</i> .
<i>6.4b Occupancy by Staff and Patrons</i>	Two staff
<i>6.4c Type and Size of Collections</i>	Reserved and interlibrary loan materials only.
<i>6.4d Functions and Activities</i>	<ul style="list-style-type: none">▪ Information▪ Book check-out and return▪ Holds▪ Ready reference and problem books▪ Supervising activity in library areas and monitoring exits▪ Fine collection▪ Supply and forms storage

6.4e	<i>Spatial Relationships</i>	Adjacent to Public Service Area, Children's Area, Computer Center, Foyer, Staff/Literacy Office
6.4f	<i>Flexibility and Expandability</i>	Freestanding or "systems" furniture will allow easy relocation if the space is reconfigured.
6.4g	<i>Fenestration</i>	No special requirement.
6.4h	<i>Space Finishes</i>	Same as for Public Service Area; see <i>Section 6.3</i> .
6.4i	<i>Access for the Disabled</i>	Desk is wheelchair accessible on both staff and patron sides.
6.4j	<i>Environmental Conditions (HVAC)</i>	Same as for Public Service Area; see <i>Section 6.3</i> .
6.4k	<i>Illumination</i>	<ul style="list-style-type: none"> ▪ Lighting must be bright enough to allow desk work and reading without glare on desk or computer surfaces. Indirect lighting preferred. ▪ All lighting to be energy efficient. ▪ Incorporation of daylight from windows and/or skylights is encouraged.
6.4l	<i>Power/Data Communication Requirements</i>	<ul style="list-style-type: none"> ▪ Power for two staff computers with a networked printer/scanner/fax machine. Computers and peripherals shall have dedicated circuits. ▪ Minimum Category 5 data cabling for two staff computers. ▪ Provide sufficient grounded outlets to desk to deter the use of power strips and extension cords for incidental equipment such as task lights or pencil sharpeners. ▪ Power must be provided for a demagnetizer and a bar code scanner/reader. ▪ Communication line for one telephone.
6.4m	<i>Security Requirements</i>	<ul style="list-style-type: none"> ▪ Desks require locking cabinets for staff's personal belongings as well as for other items of value, such as money (from collection of fines, etc.). ▪ Lockable shelves for hold/special materials.
6.4n	<i>Visual Supervision</i>	<ul style="list-style-type: none"> ▪ The Public Service Area, Children's Area, Foyer and all entrances/exits are to be easily monitored from the Public Service Desk.

- Line of sight into Computer Center.

6.4o *Signs*

Signage identifying the Public Service Desk (i.e., “Information”) shall be prominent and multilingual (Spanish, Vietnamese, and English).

6.4p *Required Furniture & Equipment*

- Staff task chairs (2)
- Circulation desk with lockable drawers (1)
- Work surface (1)
- Cash register (1)
- Printer/scanner/fax (1)
- Overhead shelving with lockable doors (4)
- Telephone (1)
- Computers (2)
- Receipt printer connected to computer (1)
- Demagnetizer/magnetizer (1)
- Bar code reader (1)
- Waste container (1)
- Recycling container (1)

6.5 **Children’s Area**

The Children’s Area is part of the larger Public Service Area. Children will visit this area to select books and read quietly (or be read to by a guardian). The collection will focus on materials that encourage children to take interest in recreational reading, which was identified as a community priority during the needs assessment process.

Story hour will not take place in this space. Rather, storytelling will take place in either the Homework Center or the Community Center’s multipurpose room. Story hour materials will be stored in the Staff/Literacy Office or in cabinets shared by the Computer Center and the Homework Center.

Requirements

6.5a *Assignable Square Footage*

Included in the Public Service Area; see *Section 6.3*.

6.5b *Occupancy by Staff and Patrons*

- Seating (chairs and/or floor cushions) for up to eight children.
- Children can easily spread out into the larger Public Service Area.
- No staff will be dedicated solely to the Children’s Area, but they must be located immediately adjacent at the Public Service Desk (see *Section 6.4*).

6.5c *Type and Size of Collections*

Juvenile collection (nearly 2,800 volumes), with an emphasis on materials that encourage children

	to develop an interest in recreational reading.
6.5d <i>Functions and Activities</i>	<ul style="list-style-type: none"> ▪ Reading, both quietly by children and aloud by parents/guardians on an individual basis. ▪ Story hour will take place elsewhere in the facility.
6.5e <i>Spatial Relationships</i>	<ul style="list-style-type: none"> ▪ Part of the Public Service Area ▪ Near Public Service Desk ▪ Away from Library entrances from outside and Community Center
6.5f <i>Flexibility and Expandability</i>	<ul style="list-style-type: none"> ▪ Making the Children's Area part of the Public Service Area allows shelves and furnishings to be added, removed, or rearranged as required. ▪ Floor cushion seating enables children to move around to find a comfortable place.
6.5g <i>Fenestration</i>	<ul style="list-style-type: none"> ▪ Windows and skylights are encouraged in order to provide light and views. ▪ All new glazing will promote energy efficiency, such as through double-panes and/or treatment to reduce solar gain. ▪ It is desirable for windows to be operable in order to take advantage of San Rafael's good weather.
6.5h <i>Space Finishes</i>	Same as for Public Service Area; see <i>Section 6.3</i> .
6.5i <i>Access for the Disabled</i>	<ul style="list-style-type: none"> ▪ Aisle widths and shelf heights meet or exceed ADA and other applicable requirements. ▪ Table seating in the adjacent Public Service Area is wheelchair-accessible; see <i>Section 6.3</i>.
6.5j <i>Environmental Conditions (HVAC)</i>	Same as for Public Service Area; see <i>Section 6.3</i> .
6.5k <i>Illumination</i>	Same as for Public Service Area; see <i>Section 6.3</i> .
6.5l <i>Power/Data Communication Requirements</i>	No special requirement.
6.5m <i>Security Requirements</i>	Children's Area to be located near the Public Service Desk, for visual supervision by staff, and away from Library exits.

6.5n	<i>Visual Supervision</i>	Clearly visible from the Public Service Desk.
6.5o	<i>Signs</i>	Signage identifying the area (i.e., “Children’s Collection”) shall be prominent and multilingual (Spanish, Vietnamese, and English).
6.5p	<i>Required Furniture and Equipment</i>	<ul style="list-style-type: none"> ▪ Slanted 4-seat reading table (1) ▪ Child-sized chairs (4) ▪ Floor cushions (4) ▪ Shelving sections (7)

6.6 Homework Center

In conjunction with the Computer Center (see *Section 6.7* below), the Homework Center helps meet Canal residents’ need for K-12 school support and success programs. It will be operated jointly by the library and Bahia Vista Elementary School, and will be staffed by volunteer tutors. The space will accommodate general assistance with reading, writing, science, language, math, and study skills as well as help with individual student assignments.

When not in use for homework assistance and tutoring, this classroom space can be used for other library, school, and Community Center programs such as:

- ESL/literacy tutoring
- children’s story hour
- parenting classes
- resume prep classes
- college application classes
- youth service programs (e.g., Girl Scouts)
- Family Literacy training

Requirements

6.6a	<i>Assignable Square Footage</i>	526 asf
6.6b	<i>Occupancy by Staff and Patrons</i>	<ul style="list-style-type: none"> ▪ Up to 18 patrons at desks. ▪ Staff and/or volunteers as applicable, depending on the program.
6.6c	<i>Type and Size of Collections</i>	<ul style="list-style-type: none"> ▪ Textbooks, dictionaries/thesauri, and/or other reference or school-related materials will be available (about 60 volumes total). ▪ Cabinets and/or a closet are required for appropriate storage of these materials.
6.6d	<i>Functions and Activities</i>	<ul style="list-style-type: none"> ▪ Tutoring and homework support ▪ Children’s story hour ▪ Classes (ESL/literacy, parenting, college and

- job prep, etc.)
 - Other group activities or programs offered by the Library or Community Center
- 6.6e *Spatial Relationships*
 - Accessible from the Public Service Area and the Community Center.
 - Adjacent to the Computer Center, with shared storage.
- 6.6f *Flexibility and Expandability*
 - Open room without partitions allows easy reconfiguration for different uses.
 - Folding tables and stackable chairs will permit the space to be used for a variety of activities.
- 6.6g *Fenestration*
 - Windows and skylights are encouraged in order to provide light and views.
 - New glazing will promote energy efficiency, such as through double-panes and/or treatment to reduce solar gain.
 - Windows should be operable to take advantage of nice weather without compromising security.
- 6.6h *Space Finishes*
 - Carpet and paint.
 - Acoustic ceiling tile helps keep noise levels low to promote concentration and study, and to prevent sound (such as from group work, instruction, etc.) from traveling to other areas of the Library.
 - Finishes must be durable and resist premature signs of wear.
- 6.6i *Access for the Disabled*
 - All tables should be wheelchair accessible.
- 6.6j *Environmental Conditions (HVAC)*
 - New energy efficient units.
 - Separate zoning is encouraged to allow users to heat/cool the space according to occupancy and type of use.
 - Windows should be operable to take advantage of nice weather (with sufficient treatment to ensure security of occupants, equipment, and materials).
- 6.6k *Illumination*
 - Design must provide sufficient light at table level with a minimum of glare, dark areas, or shadows. Indirect lighting is preferred.
 - Windows and skylights are encouraged in

	<ul style="list-style-type: none"> order to provide natural light and views. ▪ Dimmer controls increase flexibility of the room for different functions. ▪ All new lighting is energy efficient.
6.6l <i>Power/Data Communication Requirements</i>	<ul style="list-style-type: none"> ▪ No special power or data requirements. ▪ Cable TV capability is required.
6.6m <i>Security Requirements</i>	No special requirement.
6.6n <i>Visual Supervision</i>	<ul style="list-style-type: none"> ▪ No special supervision from the Public Service Desk or other Library area is required. No valuable equipment or technology will be left here unattended, and staff or volunteers will be present when the room is in use. ▪ A glass paneled door with sidelight will allow sufficient visual supervision of the space from other areas.
6.6o <i>Signs</i>	Room identification signage to be multilingual (Spanish, Vietnamese, and English).
6.6p <i>Required Furniture & Equipment</i>	<ul style="list-style-type: none"> ▪ Stacking desk chairs (24) ▪ Folding tables (8) ▪ Large whiteboard (1) ▪ Projection screen (1) ▪ Waste container (1) ▪ Clock (1) ▪ Podium (1) ▪ Recycling container (1)

6.7 Computer Center

The Computer Center is an integral part of the expanded Pickleweed Library, providing Canal residents with desperately-needed access to computers and the Internet. Computers will be used for homework support, computer literacy training, and other training classes. The Computer Center will also be an important component of the Library's literacy program, offering software to help patrons improve their reading and writing skills. When not in use for classes or other groups, computers will be available to patrons on an individual basis.

The center's computers will be loaded with software to meet patrons' needs for:

- Internet access;
- word processing and database capabilities;
- browsing the Library's system-wide catalog; and
- improving reading and writing skills (to support the Library's literacy program).

Computers will have sufficient capacity to handle additional software that may be required by patrons on an ongoing basis.

Requirements

- | | |
|--|---|
| <i>6.7a Assignable Square Footage</i> | 490 asf |
| <i>6.7b Occupancy by Staff and Patrons</i> | <ul style="list-style-type: none">▪ Computers for up to 16 patrons of all ages.▪ Staff and volunteers as applicable, depending on the program. |
| <i>6.7c Type and Size of Collections</i> | <ul style="list-style-type: none">▪ No permanent collection.▪ May have a limited number of manuals and other computer support-related materials. |
| <i>6.7d Functions and Activities</i> | <ul style="list-style-type: none">▪ Computer/Internet literacy classes▪ Public Internet and computer access▪ Homework Center support▪ Computer-based training courses |
| <i>6.7e Spatial Relationships</i> | <ul style="list-style-type: none">▪ Adjacent to Public Service Area▪ Shared storage with adjacent Homework Center▪ Accessible to/from Community Center |
| <i>6.7f Flexibility and Expandability</i> | <ul style="list-style-type: none">▪ Open room without partitions allows easy reconfiguration for different uses.▪ Most computers will be laptops with wireless data capability, in order to facilitate reconfiguration of the space as needed. |
| <i>6.7g Fenestration</i> | <ul style="list-style-type: none">▪ Large skylight w/shade control▪ Full glass walls to corridor and Public Service Area▪ No windows on exterior wall |
| <i>6.7h Space Finishes</i> | <ul style="list-style-type: none">▪ Carpet and paint.▪ Acoustic ceiling tile helps keep noise levels low to promote concentration and study.▪ Finishes must be durable and resist premature signs of wear. |
| <i>6.7i Access for the Disabled</i> | <ul style="list-style-type: none">▪ All tables will be accessible for wheelchair users.▪ At least one desktop computer will be equipped with a large monitor for patrons requiring large displays. |

6.7j *Environmental Conditions
(HVAC)*

- Because computers generate a significant amount of heat, the Computer Center has different HVAC requirements from the rest of the facility. In order to ensure thermal comfort for users and to protect the equipment, HVAC to the Computer Center must be controllable separate from other areas of the facility. Controls should be located for easy operation and monitoring by staff, preferably within the space.
- All units will be energy efficient.

6.7k *Illumination*

- A large skylight with an operable cover can be used to light the space during certain daylight hours.
- Fixtures will provide indirect lighting to avoid glare on computer monitors.
- All new lighting will be energy efficient.

6.7l *Power/Data Communication
Requirements*

- Power and data feed (minimum Category 5 data cabling) for four desktop computers.
- Laptop computers will have wireless data connections to a central server/router with a dedicated circuit and minimum Category 5 data cabling.
- The 12 laptop computers will be linked to three network printers, which require sufficient power on dedicated circuits.
- The four desktop computers will be linked to one network printer requiring sufficient power on a dedicated circuit.
- Cable feed for TV
- A storage closet within the Computer Center will be used for recharging up to twelve laptop batteries between uses, and must be supplied with adequate power. Power for recharging computer batteries will be provided on one or more dedicated circuits.

6.7m *Security Requirements*

- The Computer Center must have lockable doors so as to prevent theft, vandalism, or other mischief during hours of inoperation.
- The south closet must be lockable, as it will contain the server and the laptop computers when the Computer Center is not in use.

6.7n *Visual Supervision*

Visible from Public Service Area, Public Service Desk, and Community Center main corridor.

- 6.7o *Signs* Room identification and all permanently-affixed informational signage to be multilingual (Spanish, Vietnamese, and English).
- 6.7p *Required Furniture & Equipment*
- Stacking task chairs (17)
 - Folding tables (9)
 - Large white board (1)
 - VCR and monitor (1)
 - Projection screen (1)
 - Laptop computers (12)
 - Laptop battery rechargers (3)
 - Desktop computers (2)
 - Printers (4)
 - Server (1)
 - Waste container (1)
 - Recycling container (1)
 - Clock (1)
 - Built-in storage cabinets (to secure laptops and store materials for Literacy, training programs, and computer classes)

6.8 Staff/Literacy Office

This office will be shared by library and literacy staff. At times, literacy staff will hold tutoring sessions in this space. The rest of the time, this office will be available for library staff to conduct administrative tasks, sorting, and other activities away from the public eye.

The office entrance will be located behind the Public Services Desk for easy access and monitoring by desk staff. Open shelving will be maximized on all wall surfaces. The office door will be lockable for security.

Requirements

- 6.8a *Assignable Square Footage* 110 asf
- 6.8b *Occupancy by Staff and Patrons*
- Up to two staff
 - One to three patrons plus one staff member (in literacy tutoring situations)
- 6.8c *Type and Size of Collections*
- No permanent public collection.
 - May have a limited number of readers, dictionaries/thesauri, and/or other literacy-related materials.
- 6.8d *Functions and Activities*
- Literacy tutoring
 - Administrative tasks

6.8e	<i>Spatial Relationships</i>	<ul style="list-style-type: none"> ▪ Adjacent to Public Services Desk ▪ Views of Public Service Area
6.8f	<i>Flexibility and Expandability</i>	Movable furniture allows reconfiguration as required.
6.8g	<i>Fenestration</i>	Windows and glass panel in the door allow visibility of the Public Service Area and other areas.
6.8h	<i>Space Finishes</i>	<ul style="list-style-type: none"> ▪ Carpet, paint, acoustic ceiling ▪ Materials and colors must foster a calm, quiet environment that permits concentration on tutoring and administrative tasks.
6.8i	<i>Access for the Disabled</i>	<ul style="list-style-type: none"> ▪ Worksurfaces will meet or exceed ADA requirements. ▪ No threshold or elevation change at room entrance; smooth transition.
6.8j	<i>Environmental Conditions (HVAC)</i>	<ul style="list-style-type: none"> ▪ New HVAC units to be energy efficient. ▪ It is desirable to have separate thermal controls for this office, as conditions in the space may get uncomfortably warm during periods of maximum occupancy and/or heavy computer use.
6.8k	<i>Illumination</i>	<ul style="list-style-type: none"> ▪ Indirect lighting fixtures will provide sufficient light at worksurface level to allow reading and administrative tasks without producing glare. ▪ Windows and skylights are encouraged in order to provide natural light and views. If the room is not located along an exterior wall, windows into other areas will allow the space to benefit from “borrowed” natural light. ▪ All new fixtures will be energy efficient.
5.8l	<i>Power/Data Communication Req’t</i>	<ul style="list-style-type: none"> ▪ Power for two staff computers. These computers will print via network to the printer/scanner at the Public Service Desk. ▪ Provide sufficient grounded outlets to deter the use of power strips and extension cords for incidental desktop items such as added task lighting or pencil sharpeners. ▪ Category 5 feed for two computers; wireless data communication technology is preferable. ▪ Communication lines for one telephone and one fax machine.

6.8m	<i>Security Requirements</i>	<ul style="list-style-type: none"> ▪ Money (fines, etc.), computers, staff belongings and other valuable items will be kept in this office. The door must be lockable. ▪ Lockers for four staff should be provided.
6.8n	<i>Visual Supervision</i>	Views to the Public Service Desk and the Public Service Area are desirable.
6.8o	<i>Signs</i>	Room identification and all permanently-affixed informational signage to be multilingual (Spanish, Vietnamese, and English).
6.8p	<i>Required Furniture & Equipment</i>	<ul style="list-style-type: none"> ▪ Staff task chairs (2) ▪ Work surface(s) for three people, with open shelving above ▪ Lateral files (1) ▪ Lockers (4) ▪ Bulletin board (1) ▪ Shelving sections (2) ▪ Telephone (1) ▪ Computers (2) ▪ Bar code reader (1) ▪ Waste container (1) ▪ Recycling container (1) ▪ Clock (1) ▪ First Aid kit (1) ▪ Mailbox (1)

6.9 Storage Closet

A Storage Closet should be accessible to both the Computer Center and the Homework Center. A wide variety of items will be stored here, including cassette players with headsets, book trucks, VCR and monitor, tables, chairs, program and administrative supplies, and equipment. The Storage Closet must be large enough to store tables and chairs from the Homework Center during certain activities, thereby increasing the flexibility of that space.

Requirements

6.9a	<i>Assignable Square Footage</i>	82 asf
6.9b	<i>Occupancy by Staff and Patrons</i>	N/A
6.9c	<i>Type and Size of Collections</i>	None
6.9d	<i>Functions and Activities</i>	Library storage for items such as audiovisual equipment, program materials, administrative supplies, book trucks, and folding tables and

	stackable chairs.
6.9e <i>Spatial Relationships</i>	Direct access from Computer Center and Homework Center.
6.9f <i>Flexibility and Expandability</i>	<ul style="list-style-type: none"> ▪ Free-standing shelving allows reconfiguration. ▪ Sharing of the closet between the two spaces allows for easy reallocation between uses as needed.
6.9g <i>Fenestration</i>	No requirement.
6.9h <i>Space Finishes</i>	Carpet, paint, acoustic ceiling.
6.9i <i>Access for the Disabled</i>	No special requirement.
6.9j <i>Environmental Conditions (HVAC)</i>	No special requirement.
6.9k <i>Illumination</i>	<ul style="list-style-type: none"> ▪ No special requirement. ▪ New fixtures to be energy efficient.
6.9l <i>Power/Data Communication Requirements</i>	No special requirement.
6.9m <i>Security Requirements</i>	All doors must lock securely.
6.9n <i>Visual Supervision</i>	No special requirement.
6.9o <i>Signs</i>	No special requirement.
6.9p <i>Required Furniture & Equipment</i>	<ul style="list-style-type: none"> ▪ Table dolly (1) ▪ Chair dolly (1) ▪ Equipment racks (2) ▪ Delivery tote boxes (4) ▪ LCD projector (1) ▪ Overhead projector (1) ▪ Shelving for programming props (2)

7. Preliminary Project Budget

Components of the capital project budget include both hard and soft costs. Hard costs include land acquisition, demolition, renovation, new construction, site improvements, furniture fixtures and equipment and technology. The approach to developing the hard costs had several built-in check points. Cost models were developed by consultant Davis Langdon Adamson (DLA) and an estimating specialist who has experience with new construction and renovation of libraries of similar size.

Soft costs include design and engineering, project management, plan check, inspection and moving costs. Soft costs utilize a budget of 20% of the hard costs plus a 10% contingency.

Hard costs, and therefore soft costs (typically a percentage of hard costs), will rise over the course of building the project. Contingencies and escalation have been applied to both hard and soft costs.

Budgets are comprehensive. Construction budgets are based on per-square-foot costs for building, landscape, and parking appropriate to public buildings of the size and type proposed and are based on traditional project delivery (design/bid/build) by a public sector entity. Furniture budgets are also based on per-square-foot costs and are for new items to replace and augment the existing furniture.

The City owns the building and the site, so land costs are not included for this facility. The preliminary capital outlay project budget for the Pickleweed Park Community Center is estimated at \$4,436,982 in 2002 dollars. **The San Rafael Pickleweed Library portion of this cost is \$2,011,356.**

San Rafael Pickleweed Library

3,876 sf Addition

03.20.03

15,091 sf Facility

Project Data

Library Dedicated Area	2,185 NSF
Library Common Area	4,302 NSF
Other SF	8,604 NSF
Gross SF	15,091 GSF
footprint	15,091
Construction	1 Story
New Construction	3,876 GSF
Renovation	11,215 GSF
% New	26%
% Renovation	74%
On-Site Parking Total	
Surface	
Underground	0 spaces
Desk	0 spaces
Site Area	NA
Landscape %	NA
Building %	NA
Parking %	NA

Assumptions:

Parking lot expansion not included.
Improvements to Day Care Center not included.

Budget Data

Hard Costs

Construction Hard Costs	SF Area	Unit Cost	Project Cost
Construction Base Bid including Recommendations based on Existing Building Analysis			\$1,363,529
Subtotal - Construction Base Bid			\$1,363,529
Contingency-Construction Change Orders		10%	\$136,353
Subtotal - Construction Hard Cost			\$1,499,882

Escalation Costs

4% /Yr to Midpoint of Construction	Mar-05	Included Above
Subtotal - Escalation Hard Cost		Included Above

Total Hard Cost Budget \$1,499,882

Other Project Costs

Furniture Budget

FF&E	5,000 SF	\$15/SF	\$75,000
Furniture Contingency		10%	\$7,500
Subtotal - Furniture Hard Cost			\$82,500

Technology Budget

Technology (computer, telephone, audio-visual)	LS	\$75,000
Technology Contingency	10%	\$7,500
Subtotal - Technology Hard Cost		\$82,500

Soft Costs

Outside Plan Check	LS	
City Engineering Costs	LS	
Utility Fees	LS	
School and Other Impact Fees	LS	
Testing Lab and Inspection	LS	\$15,000
Design, Engineering, & Const. Admin.	20%	\$299,976
Subtotal - Soft Cost		\$314,976
Soft Cost Contingency	10%	\$31,498
Total Soft Cost Budget		\$346,474

Total Base Project Budget (includes escalation) \$2,011,356